

Cheating and Plagiarism Policy

Royal Ontario Academy is committed to upholding academic integrity and ensuring that all students maintain honest and ethical behavior in their studies. This policy outlines the expectations regarding cheating and plagiarism and provides a framework for dealing with incidents of academic dishonesty.

1. Definitions

- **Cheating:** The act of using unauthorized materials, information, or assistance in any academic work, including tests, exams, assignments, projects, or any other form of assessment.
- **Plagiarism:** The act of presenting someone else's work, ideas, words, or data as one's own without proper acknowledgment or citation.

2. Examples of Cheating

Examples of cheating may include, but are not limited to:

- Copying from another student's work during an exam or test.
- Using unauthorized notes, devices, or online resources during an assessment.
- Submitting the same work for credit in more than one course without permission.
- Collaborating with others on assignments that are meant to be completed individually.

3. Examples of Plagiarism

Examples of plagiarism may include, but are not limited to:

- Copying text, images, or data from a source without citing it.
- Paraphrasing someone else's work without proper acknowledgment.
- Submitting another person's work as your own, including purchasing or copying assignments.
- Failing to provide citations or references for ideas that are not original.

4. Consequences of Cheating and Plagiarism

When a student is found to have engaged in cheating or plagiarism, the following steps will be taken:

4.1 First Offense

- The student will receive a grade of zero for the assignment, test, or assessment involved.
- A written warning will be issued to the student, and a note will be added to their academic record.
- The student will be required to attend a mandatory session on academic integrity.

4.2 Second Offense

- The student will receive a grade of zero for the entire course.
- A meeting will be held with the student, parents/guardians (if applicable), and the Principal to discuss further consequences.
- The student may be placed on academic probation or face suspension.

4.3 Third Offense:

- The student may face expulsion from Royal Ontario Academy.
- The student will lose eligibility for awards, scholarships, and other recognitions.

5. Appeals Process

- Students who believe they have been wrongly accused of cheating or plagiarism have the right to appeal.
- Appeals must be submitted in writing to the Principal within 10 business days of the decision.
- The appeal will be reviewed by the school administration, and the student will be notified of the decision in writing.

6. Responsibilities

- **Students:** It is the responsibility of the student to understand and follow the rules regarding cheating and plagiarism. Ignorance of these rules is not an acceptable excuse for violations.
- **Teachers:** Teachers are responsible for clearly communicating the expectations for academic integrity in their courses and for addressing any instances of suspected cheating or plagiarism.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at info@royalontarioacademy.com.